

## **ACCOUNTS PAYABLE PROCEDURE (ACC-P001)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the manner in which the obligations of the school system are paid.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Accounting Section

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer (CFO)

### **4.0 DEFINITIONS:**

- 4.1 Checks: Warrants issued against funds deposited with the Montgomery County Trustee.
- 4.2 Other Obligations: Travel reimbursements, trips, utility bills, requisitions for payment (registration, dues, some of the subscriptions), certified vendor payments and other authorized obligations not created by purchase order.
- 4.3 Warrant Date: Accounts Payable date assigned to a payment for a check to be written. All checks for a given date are written together.

### **5.0 PROCEDURE:**

- 5.1 If obligation is created by Purchase Order:
  - 5.1.1 Accounting section receives numerical copy of Purchase Order Form (PUR-F001) from purchasing.
  - 5.1.2 Numeric open Purchase Order file is created.
  - 5.1.3 Goods or services are received by requesting party and entry made on PO Receiving File Maintenance Screen.
  - 5.1.4 Invoice is received from vendor and stamp dated.
  - 5.1.5 Payment is entered into computer system after reviewing receiver information and invoice. Invoice entry proof is printed and reviewed for accuracy.
  - 5.1.6 Invoice entry proofs are submitted for posting and check preparation.
  - 5.1.7 Checks are printed. Reports are prepared and distributed.
  - 5.1.8 Checks are reviewed and distributed.
  - 5.1.9 Documentation is filed.
- 5.2 If obligation is created by means other than a Purchase Order:
  - 5.2.1 Goods or services are received or committed.

# Sample Accounts Payable Accrual Manual

**Michal Rosen-Zvi**



## **Sample Accounts Payable Accrual Manual:**

## The Enigmatic Realm of **Sample Accounts Payable Accrual Manual**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Sample Accounts Payable Accrual Manual** a literary masterpiece penned by a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those who partake in its reading experience.

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